

**CITY OF TROY  
TRAVEL EXPENSE REPORT**

Name: Mary Kerwin Position: Council Member

Other Employees Included in Request: None

Trip Destination: Detroit, MI Date From: May 6, 2008 To: \_\_\_\_\_

Purpose of Trip: Brownfields 2008 Conference at Cobo Hall

Items	Dates:	Sun	Mon	Tues 6-May	Wed	Thurs	Fri	Sat	TOTAL
<b>Miles</b> (Personal Car)				50.00					50.00
Enter Current Mileage Rate: \$ 0.50 /mile				\$25.00					\$25.00
<b>City Car Expense</b> (Details on Bottom)									
<b>Air/Bus/Train</b>									
<b>Registration</b>									
<b>Room</b> (Attach all Receipts)									
<b>Meals</b> (Include tips and taxes. Note meals included with registration)									
Breakfast:									
Lunch:									
Dinner:									
<b>Other</b> Detail, Explain Below				Parking 8.00					\$8.00
<b>Additional Other</b> Detail, Explain Below									
<b>TOTAL EXPENSE</b>				33.00					\$33.00

Details of City Car Expense

Total Mileage	
Gasoline/Oil Purchased (Attach Receipts)	
Maintenance Work (Attach Receipts)	
Parking/Storage	
Other ( )	
Total	

Cash Advanced and Prepaid Expenses	\$0.00
P-Card Purchases	
Balance Due Employee	\$33.00
(or) Balance Due City	

Mary Reddon Requested By Date 5/12/08

[Signature] Department Head Date \_\_\_\_\_

Approved - Human Resources Director Date \_\_\_\_\_

Approved - Financial Services Director Date 5/12/08

Notes and Explanations:

Charge to: Education & Training (City Council)

Account # 102.7960